



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

NOTICE INVITING QUOTATION

ENQ.NO-12/2018-2019/EM Dt-10.09.2018

TENDER DOCUMENT FOR

REPAIRING OF STEEL CUPBOARDS

AT

KALAKSHETRA FOUNDATION,

THIRUVANMIYUR

CHENNAI – 600041

PH- 044 – 24524057 / 0836

E-Mail: tender@kalakshetra.in

Website: www.kalakshetra.in



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed quotation, in the enclosed format (Part -II) from the registered contractors (CPWD/State PWD/Railway/MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar govt. agencies undertaking work of similar nature) for "REPAIRING OF STEEL CUPBOARDS (WELDING, LOCK REPAIR, PAINTING etc.. WORKS) AT KALAKSHETRA FOUNDATION, Thiruvanmiyur, Chennai- 41.

The sealed quotation along with proof of registered certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **24/09/2018** up to **1.00 p.m.** by post or by hand delivery and same will be opened on the same day **at 3.00 pm** itself in the presence of the tenderer or his/ her representatives if they chose to attend. Late/delayed tenders received, due to any reason whatsoever will not be accepted under any circumstances.

In case bidders need any clarification/assistance may contact Estate Manager on any working day during the office hours and can be contacted at 044- 24524057/ 0836.

1.	Name of the work	"REPAIRING OF STEEL CUPBOARDS (WELDING, LOCK REPAIR, PAINTING etc.. WORKS) AT KALAKSHETRA FOUNDATION , Thiruvanmiyur, Chennai- 41."
2.	NIT No	ENQ.NO-12/2018-2019/EM Dt-10.09.2018
3.	Tender documents	The tender documents are to be downloaded from the Foundation's website at www.kalakshetra.in from 10.09.2018, 10 AM onwards. If there is any difficulty in downloading the documents, same can be collected from the Foundation's Office free of cost on any working day between 10 AM to 5 PM till 20.09.2018, 5 PM.
4.	Pre-bid meeting if required	19.09.2018 at 3 PM (the meeting will be held only if required)
5.	Last date and time for receipt of completed Tenders	24.09.2018 up to 01.00PM
6.	Date and Time of Opening	24.09.2018 at 03.00PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.1000-00 (one thousand only)
8.	Period of completion	15 days (fifteen)

The Kalakshetra reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra decision in this regard will be final and binding on all applicants.

This issues with the approval of the competent authority

For KALAKSHETRA FOUNDATION



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

GENERAL TERMS & CONDITIONS:-

1. The sealed envelope must be superscribed "REPAIRING OF STEEL CUPBOARDS WORK AT KALAKSHETRA FOUNDATION" with tender inquiry number and its due date.
2. The Kalakshetra Foundation is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Price Bids in case such additions/deletions/ modifications/amendments are material in nature.
3. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be calculated on the basis of unit price and the total price will be corrected by the Kalakshetra. The prices/rates quoted should be indicated in words as well as in figures. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the tender does not accept the correction of the errors, the bid shall be rejected.
4. The tender document should be filled in English and all entries should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
5. All pages provided in the tender document shall be numbered and submitted as a package along with forwarding letter on agency's/firm's letter head with signed and sealed before their submission.
6. Rates should be quoted item wise as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
7. KF Authority reserves the right not to accept the lowest tender, the right to reject any or all tenders or portion of the tender and award the remaining work to any other contractor without assigning any reason. Conditional tender in any form whatsoever shall be liable to outright rejection. Unsealed tenders shall be summarily rejected.
8. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
9. All the documents in support of the eligible for participation in the tender are mentioned in the tender document. The documents have to be self-attested by the authorized signatory with official seal.



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

10. No part of the contract will be sub-let by the successful tenderer without proper written permission of the KF Authority.
11. Successful bidder is responsible for observing all the relevant labour laws in force during the execution of the contract. The Successful bidder shall be responsible and liable during the execution of the work for the safety of men and material brought to the site. In the event of any accident during the execution of work, any loss shall be borne by the Successful bidder. He/she shall not be entitled to any compensation or claim from the KF for any loss to his articles, dead stock, furniture, fixtures, etc. Successful bidder shall be solely responsible for payment of wages/ salaries and allowances to his personnel that might become applicable under any new act or order of Government of India. KF shall have no liability whatsoever in this regard.
12. The personnel engaged by successful bidder shall be subject to security check by KF Security staff while entering / leaving the premises.
13. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
14. The bidders will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful shortlisting/final selection.
15. The prices quoted by the bidder shall remain fixed during the entire period of contract i.e. 180 days and shall not be subject to variation on any account.
16. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender clearly indicating the name and address of the representative. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.
17. The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & Taxes i.e., GST, etc. as indicated in the (Part-II) of the tender Document.
18. Bidders are advised to visit the place of work for assessing the nature and volume of work realistically before quoting the rates.



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

19. The quantity of furniture may vary either way i.e. it may increase or decrease at the discretion of the KF authority. The Successful bidder will be given notice of such variation. The final payment to the contractor/supplier shall be regulated on the basis of actual supply and on the rate (s) approved.
20. The bids shall be valid for a period of 180 days from the date of opening of the tender.
21. Tender is not transferable. One tenderer shall submit only one tender.
22. Tenderer signing the tender must clearly, specify whether he/she is signing as Sole Proprietor, Authorized person, Partner, under Power of Attorney or as Director/ Manager/Secretary etc., as the case may be.
23. In case the last date of receipt/opening of tender is declared as a holiday, the tenders shall be opened on the next full working day.
24. The selected bidder shall be required to start the services in accordance with the time schedule specified in the work order issued by KF after acceptance of Tender. Extension will not be given except in exceptional circumstances. In case the services are not started on the stipulated date as indicated in the work order, KF reserves the right to cancel the work order and forfeit the EMD and/or Security Deposit.
25. If it is observed at any stage that the quality of the work is not satisfactory, the contract/supply order as a whole may be terminated and Performance Security forfeited. The Contractor will have no claims what so ever on the KALAKSHETRA FOUNDATION. The decision of the Director of the Foundation in this regard shall be final.
26. Bids received after the deadline for the submission will not be considered. Un-sealed Tenders received are liable to be rejected and this will be on the sole risk of Tenderers. The Tender should be complete in all respects and incomplete Tenders are liable to be rejected.
27. Description and Specification should be the same as given in the Enquiry / Tender. Any change in the Description or Specification shall be at the specific instruction of KF. In case an offer of a brand is being made, the offer should be as per the Description given in the Tender Form and the brand name to be given in bracket.
28. Tenders received without valid EMD will be automatically rejected.
29. Earnest Money Deposit (EMD): EMD of Rs.1,000-00 (Rupees one thousand only) is a must and should be submitted along with the tender/bid. The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai. In case of



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned along with final bill. EMD submitted by other bidders will be returned within 30 days after the award of contract.

30. The earnest money will be forfeited if (i) the Tenderer withdraws their Tender during the period of Tender validity (ii) In the event of the Contractor not fulfilling the conditions of the contract.

31. Payment terms and conditions: -

a. No advance payments shall be released. Payment to the successful bidder will be paid at the end of successful completion of work. Payments will be made either by cheque or RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.

b. 2% (Two) Retention amount on the total value of work will be deducted at the time of passing the bills. The retention amount withheld by KF will be returned at the end of defects liability period of one year. No interest will be paid for the retention amount.

c. Income Tax, GST whichever is applicable at the prevailing rates as applicable from time to time shall be deducted as per extant rules. Quoted rates shall be inclusive of applicable GST. Failing which it shall be presumed that the prices include all such charges and no claim for the same will be entertained.

d. Revision of rates will not be permitted during period of supply for any reason including during the extended period.

e. Deduction of any liability/damages incurred on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.

f. This EMD will not bear any interest of whatsoever.

32. Period of work completion: All works shall be completed within 15(fifteen) days from the date of issue of order. All the aspects of safe delivery shall be the exclusive responsibility of the contractor.

33. 1. The repair work is to be carried out in the premises of the Kalakshetra Foundation, Thiruvanmiyur, Chennai-41 as far as Possible.

2. Only such works as cannot be done in the office premises would be allowed to be done in the workshop of the contractor. The contractor shall arrange for to and fro transport and carry the items at his own risk and cost. No extra charges will however be payable on this account

3. The contractor shall use materials of standard quality only for repair/painting of furniture.

34. Liquidated Damages: - Time is the essence of the contract. If the contractor fails to deliver any or all of the goods or fails to perform the service within the time as incorporated in the tender/ order, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of the quoted value of work.

35. ARBITRATION CLAUSE:- In the event of any dispute arising out of or in connection with this tender/contract/work order, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, KALAKSHETRA FOUNDATION or any other officer nominated by the Director, KALAKSHETRA FOUNDATION for arbitration whose decision shall be final and binding on the parties. The proceedings before the Arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Kalakshetra Foundation, Chennai.

36. The courts of Chennai will have exclusive jurisdiction for any issue/ dispute arising out of or in connection with the contract including relating to the arbitration proceedings.



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

Part -I

ENQ.NO-12/2018-2019/EM Dt-10.09.2018

To

Date:

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for - “REPAIRING OF STEEL CUPBOARDS (WELDING, LOCK REPAIR, PAINTING etc.. WORKS)” at Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41 With reference to your tender enquiry cited above, we are pleased to enclose the Part-I for your kind consideration (as per prescribed format).

Our Company profile

i	Name of the agency/Contractor	:	
ii	Mailing address of the agency with PIN Code	:	
iii	Status of the Agency: Proprietor / Partnership / Regd. Company / Co-op. Society	:	
iv	Contact details	:	
	Telephone numbers(s)	:	
	Fax number(s)	:	
	E-mail address	:	
	Website	:	
v	GST registration No	:	
vi	PAN no.	:	
vii	Trade license no.	:	
viii	Bankers and their address along with type of Account & Account No	:	
ix	Whether you are authorized registered manufactures / dealers / firms / agencies /	:	



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

	contractors (If yes, please specify)		
x	E.M.D details		

We confirm that we shall abide by all the tender conditions and we do not have any additional conditions.

Thanking you,

Yours faithfully,

Signature with date and name of the signatory

Name of the Agency

(Seal of the agency)

Note: You may please attach a separate sheet as annexure for providing the details



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

FINANCIAL BID DOCUMENT - (Part-II)
ENQ.NO-12/2018-2019/EM Dt-10.09.2018
(Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB:- Tender for “REPAIRING OF STEEL CUPBOARDS (WELDING, LOCK REPAIR, PAINTING etc.. WORKS) AT KALAKSHETRA FOUNDATION, Thiruvanmiyur, Chennai- 41.”

With reference to your tender enquiry cited we are pleased to enclose the following as our financial bid for your kind consideration (as per given format).

S.No	Description of Item	Qty	Unit Rate	Amount
1.	Spray Painting & Scarping applying primer, putty etc. complete as per direction of KF in-charge of Size 6 x 3 – Removing of dents, welding work, bottom stand repair -Repairing and make workable.	35.No's		
2.	Replacement of Handle - Overhauling and Greasing - Repairing and make workable	10.No's		
3.	Providing and Fixing of 5 MM glass panes of Book Case (different sizes)	15.sft		
4.	Providing & Fixing of Almira Lock - Godrej	20.No's		
5.	Repairing and make workable of the Almira including fixing of inside separators etc. welding complete Adjustment of drawers Providing and fixing of new channel. Providing and fixing of push button.	10.No's		
	Sub Total			
	Add GST @			
	Grand total			
	Grand total in Figures & words -			

- We confirm that on being successful in the tender we would take up and execute the work.
- We confirm that we will abide by all the tender conditions and we do not have any additional conditions.

Signature with date and name of the signatory
Name of the agency with seal